

Basic Pay – Next Increase

- Purpose** Use this procedure to enter the date of the employee's periodic increment or longevity increase in the **Next Increase** field in *Basic Pay* infotype (0008) **when there is a need to override the automated Periodic Increment Date (PID) and Longevity Date process.**
- Trigger** Perform this procedure when there is a need to override the automated PID and Longevity process.
- Prerequisites**
- There is a need to override the date for the PID or Longevity Date process due to one of the following:
 - A new hire or rehire starts at the first step of their range and should receive their first PID in six months and the Next Increase field was missed during the personnel action
 - An employee moves to a new salary range
 - Special rules or provisions advance or postpone the PID
 - An employee is eligible for a longevity increase earlier than six years from the appointment date at that range
 - An employee was previously in a certain salary range in the past and returns to it in the future
 - Directly valued employees using standard progression pay scale area (must enter a Next Increase date of 12/31/9999)
- End User Roles** In order to perform this transaction you must be assigned the following role: Personnel Administration Processor, and Payroll Processor

Change History	
Date	Change Description
3/19/2013	Procedure updated to match current system. Tip added to step 7 on how to view different pay amounts
05/28/2014	Updated Purpose statement and prerequisites statements. Updated note of step 7 to provide more detail on the next increase field.










Menu Path Human Resources → Personnel Management → Administration → HR Master Data → Maintain

Transaction Code PA30

Helpful Hints	<ul style="list-style-type: none"> • The Next Increase field on the Basic Pay Infotype (0008) is an override for the automated PID or Longevity process. • The automated PID and Longevity process will clear the Next Increase field once the date falls within a current payroll processing period and the step (level) is advanced.
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	<ul style="list-style-type: none">• A 12/31/9999 override date will prevent the automated PID and Longevity process from advancing the step (level).• The Periodic Increment and Longevity Increase Projection Report (ZHR_RPTPA803) will display the date the employee is projected to receive their PID or Longevity increase.• The automated PID/Longevity process excludes the following employees:<ul style="list-style-type: none">○ DOT – Marine Division○ WSP – Commissioned Officers○ Legislature○ Higher Education○ Teachers in the “V” Range (Vancouver School District)○ Exempt Employees
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The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description
Error 	Example:  Make an entry in all required fields. Action: Fix the problem(s) and then click  (Enter) to validate and proceed.
Warning 	Example:  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. Action: If an action is required, perform the action. Otherwise, click  (Enter) to validate and proceed.
Confirmation  or 	Example:  Save your entries. Action: Perform the required action to proceed.


Procedure

1. Start the transaction using the above menu path or transaction code **PA30**.

The screenshot shows the SAP 'Maintain HR Master Data' (PA30) transaction. The 'Basic Personal Data' tab is selected. The 'Personnel no.' field is highlighted with a yellow box. The 'Period' section shows 'All' selected for the period type, with a date range from 01/01/1800 to 12/31/9999. The 'Direct selection' section shows 'Infotype' and 'STy' fields.

2. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Personnel no.	R	The employee's unique identifying number. Example: 40000420

3. Click the box to the left of **Basic Pay** to select.
4. Click  (Enter) to validate the information.

HR master data Edit Goto Extras Utilities Settings System Help

Maintain HR Master Data

Personnel no. 40000420

Name JUERGENS AMY

PersArea 3570 Dept of Early Learning EEGroup 0 Permanent

PSubarea 00F1 Non-supervisory EESubgroup 06 M-OT Elig>40hrs/wk Status Active

Basic Personal Data Payroll Benefits Time Recording Addtl. Personal ...

Infotype text S..

Actions ✓

Organizational Assignment ✓

Personal Data ✓

Addresses ✓

Planned Working Time ✓

Basic Pay ✓

Contract Elements ✓

Date Specifications ✓

Family/Related Person

Period

Period

From 01/01/1800 To 12/31/9999

Today

All

From curr.date


To Current Date

Current Period

Choose

Direct selection

Infotype Basic Pay STy

5. Click  (Copy) to copy and continue.

Infotype Edit Goto Wage types Extras System Help

Copy Basic Pay (0008)

Salary amount Payments and deductions

Personnel No. 40000420 Name JUERGENS AMY

PersArea 3570 Dept of Early Learning EEGroup 0 Permanent

PSubarea 00F1 Non-supervisory EESubgroup 06 M-OT Elig>40hrs/wk Status Active

Start 01/01/2014 to 12/31/9999

Subtype 0 Basic contract

Pay scale

Reason 19 Initial Appointment Cap.util.M 100.00

PS type 01 WFSE WkHrs/period 87.00 Semi-monthly

PS Area 01 Standard Progression Next inc.




PS group 39 Level I Ann.salary 40,524.00 USD

W...	Wage Type Long Text	O.	Amount	Curr...	I...	A..	Number/Unit	Unit
1003	Pay Period Salary		1,688.50	USD	I	<input checked="" type="checkbox"/>		
				USD		<input type="checkbox"/>		
				USD		<input type="checkbox"/>		
				USD		<input type="checkbox"/>		
				USD		<input type="checkbox"/>		
				USD		<input type="checkbox"/>		

IV 05/29/2014 - 12/31/9999 1,688.50 USD

6. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Start	R	The start date of the record. This date should be the first day of the current payroll processing period to prevent payroll retros. Example: 5/16/2014
Reason	C	The reason for the change in the data on the Basic Pay infotype.

		 If you do not know the number for the Reason, you can click the  (Matchcode) to open the selection list. Example: 20 – Appointment Change
Next Increase	R	<p>This is the date of the next scheduled increase in the employee's pay and is only used to override the automated periodic increment and longevity process.</p> <p> If the employee is eligible for a periodic increment (PID) or longevity step, and moves to a new Pay Scale Type, Pay Scale Area, Pay Scale Group or Pay Scale Level, the agency HR Processors must input the employee's current PID in the Next Increase field on the Basic Pay Infotype</p> <p>Example: 11/16/2014</p>

Infotype Edit Goto Wage types Extras System Help

Copy Basic Pay (0008)

Salary amount Payments and deductions

Personnel No. 40000420 Name JUERGENS AMY

PersArea 3570 Dept of Early Learning EEGroup 0 Permanent

PSubarea 00F1 Non-supervisory EESubgroup 06 M-OT Elig>40hrs/wk Status Active

Start 05/16/2014 to 12/31/9999

Subtype 0 Basic contract

Pay scale

Reason 19 Initial Appointment Cap.util.M 100.00



PS type 01 WFSE WkHrs/period 87.00 Semi-monthly

PS Area 01 Standard Progression Next inc. 11/16/2014

PS group 39 Level I Ann.salary 40,524.00 USD

W...	Wage Type Long Text	O.	Amount	Curr...	I...	A..	Number/Unit	Unit
1003	Pay Period Salary		1,688.50	USD	I	<input checked="" type="checkbox"/>		
				USD		<input type="checkbox"/>		
				USD		<input type="checkbox"/>		
				USD		<input type="checkbox"/>		
				USD		<input type="checkbox"/>		
				USD		<input type="checkbox"/>		

IV 05/29/2014 - 12/31/9999 1,688.50 USD

7.  Click (Enter) to validate the information.
8.  Click (Save) to save.
9. You have completed this transaction.

Results

You have entered the next increase date to override the automated Periodic Increment Date (PID) and Longevity Date process.

